

# **New Orleans Civil Service**

AN EQUAL OPPORTUNITY EMPLOYER

#### OFFICIAL CLASS TITLE

ENTRANCE SALARY: \$36,119 PER YEAR

ADMINISTRATIVE SUPPORT SPECIALIST III (CLASS CODE 0492)

FINAL DATE FOR FILING APPLICATIONS: Applicants will be accepted until this announcement is withdrawn. Applicants who have taken the performance examination will not be allowed to repeat that portion of the examination for a period of one (1) month from the date of their last test, not to exceed four (4) times within a year.

## KIND OF WORK:

Specialized office management work, encompassing supervisory, secretarial and administrative functions; and related work as required.

### MINIMUM QUALIFICATION REQUIREMENTS:

- 1) High School Diploma. Original High School Diploma or GED issued by the State Department of Education must be presented at the time of application.
- 2) Permanent status with the City of New Orleans in a class of work having a pay grade equal to or higher than Administrative Support Specialist II (pay grade 51) and two (2) years of experience at that level.
- 3) Successful completion of the following courses offered by the Civil Service Employee Growth and Development Division or equivalent courses offered by the Sewerage & Water Board's Training Division:

<u>Note</u>: The Civil Service Department reserves the right to determine what courses are considered equivalent.

Executive Secretarial Skills	(ADMN 730)
Basic Grammar Usage and Proofreading	(COMM 110) <u>Or</u>
Basic Grammar Usage and Proofreading	(COMM 111) <b>And</b>
Basic Grammar Usage and Proofreading	(COMM 112)
Public Speaking and Oral Presentation	(COMM 120)
Business Writing	(COMM 130)
Business Math	(COMP 410)
Purchasing in City Government	(GVOP 520)
Accounting Process in City Government	(GVOP 530)
Principles of Management	(MGMT 810)
Planning and Organizing	(MGMT 820)
Leadership	(MGMT 830)
Records Management	(MGMT 840)
The Office and Office Management	(MGMT 850)
Problem Solving and Decision Making	(MGMT 870)
Human Relations	(PBSV 210)
Techniques of Good Customer Service	(PBSV 220)
Telephone Techniques	(PBSV 230)
Introduction to Supervision	(SUPV 610)
Personnel Interviewing	(SUPV 620)

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

## **AND** One (1) of the following courses:

Counseling & Coaching Employees	(SUPV 640)
Team Building	(SUPV 650)
Effective Crisis Intervention with Employees	(SUPV 680)
Conflict Management	(SUPV 690)

<u>Mote:</u> MIS courses (Introduction to PC's, MS/PC-DOS or OS (FM), and **four** (4) software application courses), which are normally requirements for this position, have been waived until further notice.

#### KIND OF EXAMINATION:

A qualifying computerized keyboarding test with a minimum of thirty-five (35) words per minute after the deduction of errors and a qualifying rating of training and experience to determine that the candidate meets the minimum qualifications. Credit will only be given for related experience gained within the last ten (10) years.

Note: Applicants who have taken and passed the typing test after 12/31/2001 with a score of at least 35 words per minute need not repeat the typing test for this position.

This is a non-competitive promotional examination limited to permanent employees of the City of New Orleans in accordance with Rule V, Section  $8.1 \, (d)$ .

Announcement No. 7984 (Amended 11/01/06 and 07/08/08)

June 23, 2006

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 OR 1-800-981-6652.